



# ACHIEVEMENT IN MONTANA

## Quick Reference Guide

### 2000 Program Participation – File Upload

#### VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry.

**Enrollment Summary Report:** The ***Enrollment Summary Report*** counts students by *School*, *Race/Ethnicity* and *Gender*.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the ***Enrollment Summary*** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select ***Generate Report***.

Student Population by Ethnicity (male/female/total)

School	American Indian or Alaska Native	Asian	Hispanic or Latino	Black or African American	White, Non-Hispanic	Native Hawaiian or Other Pacific Islander	Total
World Family School	0000	0001	0000	1001	0000	0000	1002
World Family High School	0000	0000	0000	0000	0000	0000	0000
Grade 21	0000	0000	0000	1001	0000	0000	1001
Grade 22	0000	0000	0000	0000	0000	0000	0000
Grade 23	0000	0000	0000	1001	0000	0000	1001
Grade 24	0000	0000	0000	0000	0000	0000	0000
Grade 25	0000	0000	0000	0000	0000	0000	0000
Grade 26	0000	0000	0000	1001	0000	0000	1001
Grade 27	0000	0000	0000	0000	0000	0000	0000
Grade 28	0000	0000	0000	0000	0000	0000	0000
Grade 29	0000	0000	0000	0000	0000	0000	0000
Grade 30	0000	0000	0000	0000	0000	0000	0000
Grade 31	0000	0000	0000	0000	0000	0000	0000
Grade 32	0000	0000	0000	0000	0000	0000	0000
Grade 33	0000	0000	0000	0000	0000	0000	0000
Grade 34	0000	0000	0000	0000	0000	0000	0000
Grade 35	0000	0000	0000	0000	0000	0000	0000
Grade 36	0000	0000	0000	0000	0000	0000	0000
Grade 37	0000	0000	0000	0000	0000	0000	0000
Grade 38	0000	0000	0000	0000	0000	0000	0000
Grade 39	0000	0000	0000	0000	0000	0000	0000
Grade 40	0000	0000	0000	0000	0000	0000	0000
Grade 41	0000	0000	0000	0000	0000	0000	0000
Grade 42	0000	0000	0000	0000	0000	0000	0000
Grade 43	0000	0000	0000	0000	0000	0000	0000
Grade 44	0000	0000	0000	0000	0000	0000	0000
Grade 45	0000	0000	0000	0000	0000	0000	0000
Grade 46	0000	0000	0000	0000	0000	0000	0000
Grade 47	0000	0000	0000	0000	0000	0000	0000
Grade 48	0000	0000	0000	0000	0000	0000	0000
Grade 49	0000	0000	0000	0000	0000	0000	0000
Grade 50	0000	0000	0000	0000	0000	0000	0000
Grade 51	0000	0000	0000	0000	0000	0000	0000
Grade 52	0000	0000	0000	0000	0000	0000	0000
Grade 53	0000	0000	0000	0000	0000	0000	0000
Grade 54	0000	0000	0000	0000	0000	0000	0000
Grade 55	0000	0000	0000	0000	0000	0000	0000
Grade 56	0000	0000	0000	0000	0000	0000	0000
Grade 57	0000	0000	0000	0000	0000	0000	0000
Grade 58	0000	0000	0000	0000	0000	0000	0000
Grade 59	0000	0000	0000	0000	0000	0000	0000
Grade 60	0000	0000	0000	0000	0000	0000	0000
Grade 61	0000	0000	0000	0000	0000	0000	0000
Grade 62	0000	0000	0000	0000	0000	0000	0000
Grade 63	0000	0000	0000	0000	0000	0000	0000
Grade 64	0000	0000	0000	0000	0000	0000	0000
Grade 65	0000	0000	0000	0000	0000	0000	0000
Grade 66	0000	0000	0000	0000	0000	0000	0000
Grade 67	0000	0000	0000	0000	0000	0000	0000
Grade 68	0000	0000	0000	0000	0000	0000	0000
Grade 69	0000	0000	0000	0000	0000	0000	0000
Grade 70	0000	0000	0000	0000	0000	0000	0000
Grade 71	0000	0000	0000	0000	0000	0000	0000
Grade 72	0000	0000	0000	0000	0000	0000	0000
Grade 73	0000	0000	0000	0000	0000	0000	0000
Grade 74	0000	0000	0000	0000	0000	0000	0000
Grade 75	0000	0000	0000	0000	0000	0000	0000
Grade 76	0000	0000	0000	0000	0000	0000	0000
Grade 77	0000	0000	0000	0000	0000	0000	0000
Grade 78	0000	0000	0000	0000	0000	0000	0000
Grade 79	0000	0000	0000	0000	0000	0000	0000
Grade 80	0000	0000	0000	0000	0000	0000	0000
Grade 81	0000	0000	0000	0000	0000	0000	0000
Grade 82	0000	0000	0000	0000	0000	0000	0000
Grade 83	0000	0000	0000	0000	0000	0000	0000
Grade 84	0000	0000	0000	0000	0000	0000	0000
Grade 85	0000	0000	0000	0000	0000	0000	0000
Grade 86	0000	0000	0000	0000	0000	0000	0000
Grade 87	0000	0000	0000	0000	0000	0000	0000
Grade 88	0000	0000	0000	0000	0000	0000	0000
Grade 89	0000	0000	0000	0000	0000	0000	0000
Grade 90	0000	0000	0000	0000	0000	0000	0000
Grade 91	0000	0000	0000	0000	0000	0000	0000
Grade 92	0000	0000	0000	0000	0000	0000	0000
Grade 93	0000	0000	0000	0000	0000	0000	0000
Grade 94	0000	0000	0000	0000	0000	0000	0000
Grade 95	0000	0000	0000	0000	0000	0000	0000
Grade 96	0000	0000	0000	0000	0000	0000	0000
Grade 97	0000	0000	0000	0000	0000	0000	0000
Grade 98	0000	0000	0000	0000	0000	0000	0000
Grade 99	0000	0000	0000	0000	0000	0000	0000
Grade 100	0000	0000	0000	0000	0000	0000	0000

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
World Family School	1001	100%



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## 2000 Program Participation – File Upload

### STUDENT DEMOGRAPHIC FILE (Option 1)

Extract the *Student Demographic* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Student Demographics*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS.

SD	09/22/2008	08:35:58	MT9.1					
SD	9061	15	Moore	Alecia	F	09/08/1995	05	
SD	9061		Russell	Kurt	M	03/17/1999	01	
SD	9061	11	Portman	Natalie	F	06/09/1998	03	
SD	9061	5	Stroup	Jessica	F	10/23/2000	04	
SD	9061	14	Lohman	Alison	F	09/18/1996	05	
SD	9061	6	Lohan	Lindsay	F	07/03/2001	05	
SD	9061	3	Duff	Hillary	F	09/28/2001	01	
SD	9061	13	Cook	Rachael Lee	F	10/04/1996	05	
SD	9061	9	Hathaway	Anne	F	11/12/1998	01	
SD	9061	12	Ricci	Christina	F	02/12/1998	02	
SD	9061	8	Bosworth	Kate	F	01/02/2000	05	
SD	9061	16	Rodriguez	Michelle	F		07/12/1996	
SD	9061	7	Bynes	Amanda	F	04/03/2000	02	
SD	9061	4	Boorem	Mike	F	08/18/2002	05	

**Results:**

File Name: SD\_9061\_09222008.tsv  
Processing Started Time: Mon Sep 22 08:38:57 MDT 2008.  
Processing Finished Time: Mon Sep 22 08:39:02 MDT 2008.  
Total Time To Process File: 4.25 seconds.

0 Records Inserted.  
14 Records Changed.  
0 Records Deleted.  
0 Records No Changes.

**Use the Click Here link to download the new State ID's**

The import has generated 14 new stateIDs. These stateIDs will now be included on the appropriate extracts.  
**Click here** to download the Student Demographics file with these new ids.

Error Count:0  
Warning Count:0

**Error Detail:**  
Line Number Error Message Content  
No Errors

**This tells you how many errors you have and where those errors are**

**Warning Detail:**  
Line Number Warning Message Content  
No Warnings



# ACHIEVEMENT IN MONTANA

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### 2000 Program Participation – File Upload

#### STUDENT DEMOGRAPHIC FILE (Option 2)

Download the Excel Template, **Student Demographics**, from the AIM Webpage (General Information/Excel Templates).

Enter the student demographic information into the template. Check that all columns requiring leading zeros are formatted correctly. (See **Excel Tips** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a *Text (Tab delimited)(\*.txt)* file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11
Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Race/Ethnicity
4	SD	9061	15	Moore	Alecia			F	09/08/1995	05
5	SD	9061		Russell	Kurt			M	03/17/1999	01
6	SD	9061	11	Portman	Natalie			F	06/09/1998	03
7	SD	9061	5	Stroup	Jessica			F	10/23/2000	04
8	SD	9061	14	Lohman	Alison			F	09/18/1996	05
9	SD	9061	6	Lehan	Lindsay			F	07/03/2001	05
10	SD	9061	3	Duff	Hillary			F	08/28/2001	01
11	SD	9061	13	Cook	Rachael	Lee		F	10/04/1996	05
12	SD	9061	9	Hathaway	Anne			F	11/12/1998	01
13	SD	9061	12	Rizzo	Christina			F	02/12/1998	02
14	SD	9061	8	Bosworth	Kate			F	01/02/2000	05
15	SD	9061	16	Rodriguez	Michelle			F	07/12/1996	03
16	SD	9061	7	Bynes	Amada			F	04/03/2000	02
17	SD	9061	4	Boorem	Mike			F	08/18/2002	05

HD	09/22/2008	08:35:58	MT9.1
SD	9061	15	Moore Alecia F 09/08/1995 05
SD	9061		Russell Kurt M 03/17/1999 01
SD	9061	11	Portman Natalie F 06/09/1998 03
SD	9061	5	Stroup Jessica F 10/23/2000 04
SD	9061	14	Lohman Alison F 09/18/1996 05
SD	9061	6	Lehan Lindsay F 07/03/2001 05
SD	9061	3	Duff Hillary F 08/28/2001 01
SD	9061	13	Cook Rachael Lee F 10/04/1996 05
SD	9061	9	Hathaway Anne F 11/12/1998 01
SD	9061	12	Rizzo Christina F 02/12/1998 02
SD	9061	8	Bosworth Kate F 01/02/2000 05
SD	9061	16	Rodriguez Michelle F 07/12/1996 03
SD	9061	7	Bynes Amada F 04/03/2000 02
SD	9061	4	Boorem Mike F 08/18/2002 05



## ACHIEVEMENT IN MONTANA

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## 2000 Program Participation – File Upload

### STUDENT DEMOGRAPHIC FILE (Option 2)

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS or copy and paste into the **Student Enrollment Template**.

## 2000 Program Participation – File Upload

### STUDENT ENROLLMENT FILE (Option 1)

Extract the *Student Enrollment* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

EN_09061_09222008.tsv - Notepad							
File	Edit	Format	View	Help			
HD	09/22/2008	10:26:14	MT9.1				
EN	09061	9399	1	756301778	1	Fanning Dakota P	08/27/2008 01
EN	09061	9399	1	609355449	2	Roberts Emma P	08/27/2008 01
EN	09061	9399	1	284865247	5	Stroup Jessica P	08/27/2008 02
EN	09061	9399	1	317891368	6	Lohan Lindsay P	08/27/2008 02
EN	09061	9399	1	326055866	3	Duff Hillary P	08/27/2008 02
EN	09061	9399	1	828768968	4	Boorem Mike P	08/27/2008 02
EN	09061	9399	1	627123879	27	Reagan Ronald P	08/27/2008 06
EN	09061	9399	1	184012616	11	Portman Natalie P	08/27/2008 02
EN	09061	9399	1	294521875	14	Lohman Alison P	08/27/2008 02
EN	09061	9399	1	389018203	13	Cook Rachael P	08/27/2008 02
EN	09061	9399	1	410733671	9	Hathaway Anne P	08/27/2008 02
EN	09061	9399	1	415512566	12	Ricci Christina P	08/27/2008 02
EN	09061	9399	1	622134515	8	Bosworth Kate P	08/27/2008 03
EN	09061	9399	1	824359670	7	Bynes Amanda P	08/27/2008 03
EN	09061	9399	1	396816471		Freeman Morgan P	08/27/2008 01
EN	09061	9399	1	771387784		Woods Tiger N	08/27/2008 01
EN	09061	9399	1	692667522		Favre Brett P	09/15/2008 04
EN	09061	9399	1	147941322		Russell Kurt P	08/27/2008 02

**Results:**

File Name: EN\_9061\_09222008.tsv  
Processing Started Time: Mon Sep 22 10:20:24 MDT 2008.  
Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008.  
Total Time To Process File: 1.688 seconds.

0 Records Inserted.  
14 Records Changed.  
0 Records Deleted.  
0 Records No Changes.

**Error Count:0**  
**Warning Count:0**

**Error Detail:**

Line Number	Error Message	Content
No Errors		

**Warning Detail:**

Line Number	Warning Message	Content
No Warnings		

This tells you how many errors you have and where those errors are



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#### STUDENT ENROLLMENT FILE (Option 2)

Download the Excel Template, **Student Enrollments**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(\* .txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Enrollments**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Row	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DELETE rows 1, 2, and 3 prior to saving as a text/tab delimited file.													
2	Feed 1	Feed 2	Feed 3	Feed 4	Feed 5	Feed 6	Feed 7	Feed 8	Feed 9	Feed 10	Feed 11	Feed 12	Feed 13	Feed 14
3	Record	District	School	Calendar	Student's	Student's	Last	First	Service	Start Date	Start	End Date	End	Drop
4	Time (HH)	Version	Number	Number	State ID	Local ID	Name	Name	Type	Start	Stop	Start	Stop	Reason
4	EN	0001	0000	1	756301770	1	Fanning	Dakota	P	08/27/2008	01			
5	EN	0001	0000	1	603655649	2	Roberts	Emma	P	08/27/2008	01			
6	EN	0001	0000	1	26486247	5	Stroup	Jessica	P	08/27/2008	02			
7	EN	0001	0000	1	317891368	6	Lohan	Landray	P	08/27/2008	02			
8	EN	0001	0000	1	32655566	3	Duff	Hillary	P	08/27/2008	02			
9	EN	0001	0000	1	82676868	4	Booren	Mike	P	08/27/2008	02			
10	EN	0001	0000	1	627120379	27	Reagan	Ronald	P	08/27/2008	06			
11	EN	0001	0000	1	184012016	11	Portman	Natalie	P	08/27/2008	02			
12	EN	0001	0000	1	294621875	14	Lofman	Alison	P	08/27/2008	02			
13	EN	0001	0000	1	300610203	13	Cook	Rachael	P	08/27/2008	02			
14	EN	0001	0000	1	410736371	9	Highway	Anne	P	08/27/2008	02			
15	EN	0001	0000	1	419512566	12	Ricc	Christina	P	08/27/2008	02			
16	EN	0001	0000	1	622134151	8	Bozworth	Kate	P	08/27/2008	02			
17	EN	0001	0000	1	824369070	7	Bynes	Amanda	P	08/27/2008	02			
18	EN	0001	0000	1	396816471		Freeman	Morgan	P	08/27/2008	01			
19	EN	0001	0000	1	771387784		Woods	Tiger	N	08/27/2008	01			
20	EN	0001	0000	1	692667522		Farr	Brett	P	09/15/2008	04			
21	EN	0001	0000	1	147841322		Russell	Kurt	P	08/27/2008	02			

```

EN 08/27/2008 00:00:00 MT9.1
EN 0001 0000 1 756301770 1 Fanning Dakota P 08/27/2008 01
EN 0001 0000 1 603655649 2 Roberts Emma P 08/27/2008 01
EN 0001 0000 1 26486247 5 Stroup Jessica P 08/27/2008 02
EN 0001 0000 1 317891368 6 Lohan Landray P 08/27/2008 02
EN 0001 0000 1 32655566 3 Duff Hillary P 08/27/2008 02
EN 0001 0000 1 82676868 4 Booren Mike P 08/27/2008 02
EN 0001 0000 1 627120379 27 Reagan Ronald P 08/27/2008 06
EN 0001 0000 1 184012016 11 Portman Natalie P 08/27/2008 02
EN 0001 0000 1 294621875 14 Lofman Alison P 08/27/2008 02
EN 0001 0000 1 300610203 13 Cook Rachael P 08/27/2008 02
EN 0001 0000 1 410736371 9 Highway Anne P 08/27/2008 02
EN 0001 0000 1 419512566 12 Ricc Christina P 08/27/2008 02
EN 0001 0000 1 622134151 8 Bozworth Kate P 08/27/2008 02
EN 0001 0000 1 824369070 7 Bynes Amanda P 08/27/2008 02
EN 0001 0000 1 396816471 Freeman Morgan P 08/27/2008 01
EN 0001 0000 1 771387784 Woods Tiger N 08/27/2008 01
EN 0001 0000 1 692667522 Farr Brett P 09/15/2008 04
EN 0001 0000 1 147841322 Russell Kurt P 08/27/2008 02
  
```

Results:

File Name: EN\_0001\_09222008.txt  
 Processing Started Time: Mon Sep 22 10:20:24 MDT 2008  
 Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008  
 Total Time To Process File: 1.688 seconds.

0 Records Inserted  
 14 Records Changed  
 0 Records Deleted  
 0 Records No Changes

Error Count: 0  
 Warning Count: 0

Error Detail:  
 Line Number Error Message Content  
 No Errors

Warning Detail:  
 Line Number Warning Message Content  
 No Warnings

This tells you how many errors you have and where those errors are



## ACHIEVEMENT IN MONTANA

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## 2000 Program Participation – File Upload

### PROGRAM PARTICIPATION DATA (Option 1)

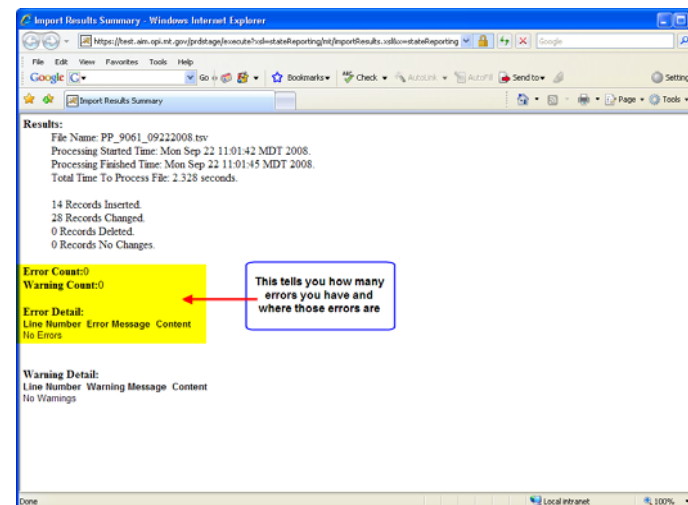
Extract the *Program Participation* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Program Participation*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

ID	Date	Time	Student Name
PP 9061	9399	1	Fanning Dakota N N
PP 9061	9399	2	Roberts Emma Y N
PP 9061	9399	3	Duff Hillary N N
PP 9061	9399	4	Booram Mike N N
PP 9061	9399	5	Stroup Jessica N N
PP 9061	9399	6	Lohan Lindsay N Y
PP 9061	9399	7	Bynes Amanda N N
PP 9061	9399	8	Bosworth Kate N N
PP 9061	9399	9	Hathaway Anne N N
PP 9061	9399	11	Portman Natalie N N
PP 9061	9399	12	Ricci Christina N N
PP 9061	9399	13	Cook Rachael N N
PP 9061	9399	14	Lohman Alison N N
PP 9061	9399	27	Reagan Ronald Y N
PP 9061	9399	1	Freeman Morgan N N
PP 9061	9399	1	Russell Kurt N N
PP 9061	9399	1	Woods Tiger N N
PP 9061	9399	1	Favre Brett N N





## 2000 Program Participation – File Upload

### PROGRAM PARTICIPATION DATA (Option 2)

Download the Excel Template, **Student Program Participation**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(\*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Program Participation*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

[illegible]

```

File Edit Format menu help
PP_0061_09222008.hrc Notepad
File Edit Format menu help
NO 09/22/2008 10:59:30 MW.1
PP 9061 9399 1 716103778 1 Fanning Dakota N N
PP 9061 9399 1 609115149 1 Adams Dels V N
PP 9061 9399 1 326015866 3 Duff Wilhary H N
PP 9061 9399 1 828786868 4 Moore Mike V N
PP 9061 9399 1 284962647 1 Stroup Jessica N N
PP 9061 9399 1 27891386 6 Lohan Lindsay H N
PP 9061 9399 1 824339670 7 Gynes Amanda N N
PP 9061 9399 1 627134511 8 Blumworth Kate N
PP 9061 9399 1 430778371 9 Hatheway Natalie ANNE N
PP 9061 9399 1 29412187 10 Loran Allison H N
PP 9061 9399 1 45151566 13 Alcot Christina N
PP 9061 9399 1 389028203 13 Alcot Rachael H N
PP 9061 9399 1 29412187 14 Loran Allison H N
PP 9061 9399 1 721718379 27 Reagan Ronald V N
PP 9061 9399 1 39612187 14 Frazee Morgan H N
PP 9061 9399 1 14784132 9 Russell Kurt N N
PP 9061 9399 1 721718378 9 Russell Tiger N N
PP 9061 9399 1 69266732 9 Fure Brett H N

```

**Report Results Summary**

File Name: PP\_9961\_09222008.m  
 Processing Started Time: Mon Sep 22 11:01:42 MDT 2008  
 Processing Finished Time: Mon Sep 22 11:01:45 MDT 2008  
 Total Time To Process File: 2.528 seconds

14 Records Inserted  
 28 Records Changed  
 0 Records Deleted  
 0 Records No Changes

**Error Count:**  
 Warning Count: 0

**Error Detail:**  
 Line Number Error Message Count  
 No Errors

**Warning Detail:**  
 Line Number Warning Message Count  
 No Warnings

This tells you how many errors you have and where those errors are





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## 2000 Program Participation – File Upload

### VERIFYING PROGRAM PARTICIPATION

Use **Ad Hoc Filters** or **Advanced Search** to verify data entry.

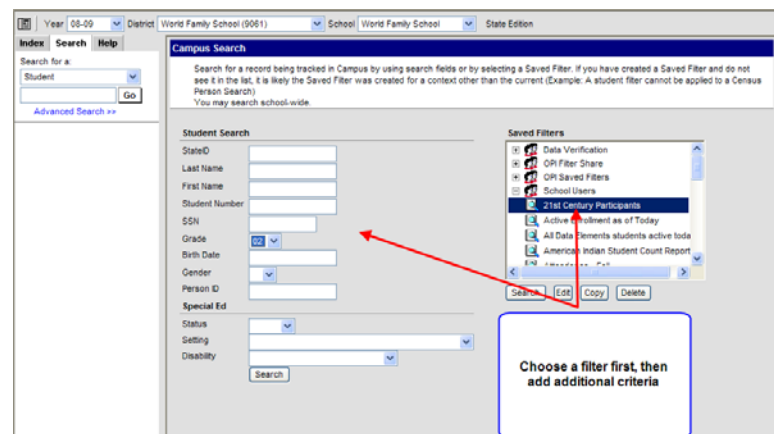
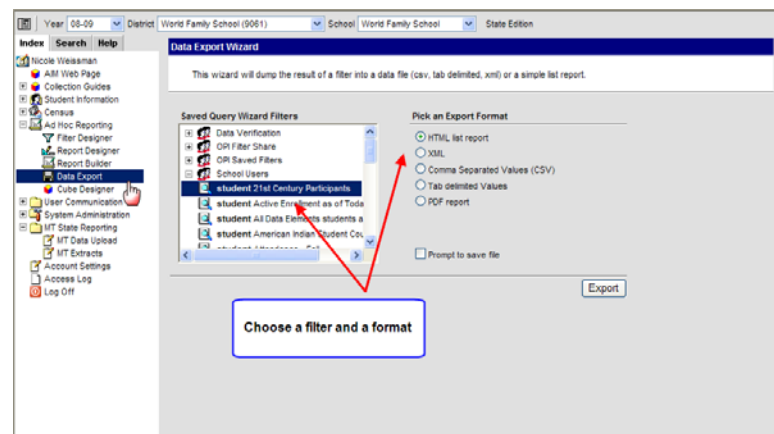
**Ad Hoc Filter Report:** Lists students enrolled in programs for the year selected.

Create an Ad Hoc Report using the Ad Hoc Report map document (included in the CRT Program Participation Collection documents) and instructions provided on page 11.

From the **NAVIGATION TOOLS**, select **Ad Hoc Reporting**, **Data Export**. Choose the **Saved Filter** and **Export Format**. Click **Export**.

### Advanced Search:

Click **SEARCH**. Select *Search for a: Student*. Click **Advanced Search**. From **Saved Filters** select the Ad Hoc Report. From **Student Search**, select additional filter criteria. Click the **Search** button under **Student Search**. A list of students matching the search criteria appears on the left.






## ACHIEVEMENT IN MONTANA

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### 2000 Program Participation – File Upload

 <b>Appendix A: Enrollment Start Status</b>		
<b>CODE</b>	<b>NAME</b>	<b>DEFINITION</b>
01	First time receiving educational services	A student's first entry into school. Example: kindergarteners, 1st grade students with no prior home, private or public school experience. Also Pre-kindergarten students receiving services provided by the school.
02	Continued enrollment same school, no interruption	A student who previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of promotion or retention.
03	Re-entry to the same school after withdrawal	After a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer, dropped out, extended illness, temporary disability, suspension, expulsion, return of early graduate to participate in graduation, foreign exchange student returning, return from drug treatment facility.
04	Transfer from public school in district or state	Student transferred from one public school to another within the same district, or to another Montana public school district. Examples: student moves from 8 <sup>th</sup> grade to high school, or student moves from one public school to another within the state.



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CODE	NAME	DEFINITION
05	Transfer from public schl under NCLB schl choice	Student exercised option to transfer from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children from a school that has been so identified.
06	Transfer from an out of state school	Student transferred from an out of state school. Includes out of state private and home school students.
07	Transfer from a school from out of the country	Student transferred from a school from out of the country. Example: Foreign Exchange students
08	Transfer from a private school within the state	Student transferred from a private school within the state.
09	Transfer from a home school within the state	Student transferred from home school within the state.
10	Transfer from a MT state-funded school	Student transferred from another public or state funded school system within the state. Example: student transfers from Helena Middle School to East Valley Middle School in East Helena.
<b>ALL ENROLLMENT START STATUS CODES REQUIRE ZERO PADDING</b>		



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 <b>Appendix B: Enrollment End Status</b>		
<b>CODE</b>	<b>NAME</b>	<b>DEFINITION</b>
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8 <sup>th</sup> grade student enters High School when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.



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CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.



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CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.



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CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		






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 <b>Appendix C: Dropout Reason Codes</b>		
<b>CODE</b>	<b>NAME</b>	<b>DEFINITION</b>
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.



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CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 <sup>th</sup> grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.



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## EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the <b>Toolbar Menu</b> , select <b>Format Cells</b> . Under <b>Category</b> , select <b>Custom</b> . Delete the word <i>General</i> and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the <b>Toolbar Menu</b> , select <b>Format Cells</b> . Under <b>Category</b> , select <b>Custom</b> . Delete the word <i>General</i> and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the <b>Toolbar Menu</b> , select <b>Format Cells</b> . Under <b>Category</b> , select <b>Custom</b> . Delete the word <i>General</i> and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the <b>File Menu</b> , click <b>Save As</b> . In the <b>Save as type</b> box, choose <i>Text (tab delimited)</i> (*.txt). Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose <b>Control Panel, Folder Options</b> . Click on the <b>View</b> tab. Uncheck the box next to <i>Hide extensions for known file types</i> . Click OK.